

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
MAY 25, 2016
7:00 p.m.

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of Minutes: April 27, 2016
4. Approval of Expenditures for May 2016
5. Director's Report:
 - a. President's Report on ALS activities
6. New business:
 - a. Expansion and fundraising campaign update
7. General Items
8. Next meeting: Wednesday, June 22, at 7:00 p.m.
9. Motion to Adjourn

Adjournment.

***Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563*

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 27, 2016

Call to Order: The meeting was called to order at 7:01 P.M. by President Bill Wilson. Present: Lynda Clark, Jen Schuetz, Annette Smith, Rose Stricker, Bill Wilson, Director Lisa Brooks, and Assistant Director Ashlee Kunkel (Reporting for Teen Advisory Representative Erin Swope)
Excused: Deb Dean, Tim Schigur

Approval of Agenda: Smith moved approval of the agenda as distributed, seconded by Clark. Motion was approved unanimously.

Approval of Minutes: Stricker moved approval of the minutes of the meeting of the March 23, 2016 meeting as distributed, seconded by Clark. Motion was approved unanimously.

Approval of Expenditures: Director offered brief comments regarding a few specific items. She pointed out charges from TechMax related to wireless access in the temporary library location, U-Haul for the purchase of boxes for packing most of the collection for temporary storage, and DearReader.com (a service that will be used to solicit community donations for specific furnishings and technology for the expanded/renovated library. Acceptance of the expenditure report was moved by Schuetz and seconded by Smith. The motion was approved unanimously.

Director's Report

The Director spoke about the move to the temporary location in the lower level and praised the staff, especially Ashlee for all of the work involved in making the move in less than ten days! Director Brooks reported a decrease in usage, but also indicated that programming has been proceeding exceptionally well given the circumstances. Several programs have attracted new users. Director Brooks also indicate that some of the other libraries (particularly Edgerton) have been reporting increased use from Milton area residents.

Arrowhead Library System Report

Bill Wilson indicated that the most important piece of news from the Arrowhead Library System is that it finished 2015 with a surplus of approximately \$30,000. Mr. Wilson characterized this as a significant improvement since the System had all but depleted its reserve funds and was very close to being in the red.

New Business

a) Fundraising and Expansion

Library Director Brooks and Board President Wilson reported on the expansion project. Cooperation from the General Contractor (Gilbank Construction) has been exceptionally good so far and worker for sub-contractors have also been good at helping confused library patrons find the temporary library!

The Library still faces a significant fundraising challenge due to the fact that the construction bid was higher than anticipated. Fundraising efforts are continuing and will likely need to continue for the foreseeable future. Mr. Wilson also indicated that the mailing to Milton College Alumni and Friends has been successful at raising approximately \$143,000 to date. This includes the \$100,000 gift from the Allen Foundation.

General Items

Ashlee Kunkel reported for Erin Swope and the Teen Advisory Group. The 5K fun run (Library Lope) will be held September 18, 2016. Ms Kunkel shared a map of the planned route and indicated that appropriate permits have been secured.

The Next meeting will be held Wednesday, May 25, 2016 at 7:00 PM in the Arrowhead Library System offices in the lower level.

Adjournment

Smith moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:32 PM.

Respectfully Submitted,
William J. Wilson

Library Expenditures

May 2016

Amazon Books & AV	\$1,143.22
Badger Utility Monthly storage unit fee	\$107.12
Baker & Taylor Books	\$1,506.31
Demco Office supplies, book covers	\$381.54
Facebook Advertisement	\$27.93
Hedberg Library Annual invoice: disc cleaning	\$142.56
Jax Printing Summer Reading Brochures	\$288.00
Office Pro Table	\$30.00
USPS ILL postage	\$5.42
WI Library Association Conference fee	\$170.00

DIRECTOR'S REPORT

PROGRAMMING & ACTIVITIES

I attended meetings with: City Department Heads, City Council, the Fundraising Committee, library staff, Johnson Tractor, Spacesaver, Gilbank Construction, and FEH.

The Friends of the Milton Public Library held their annual book sale in April. Sales totaled \$1,100.

UPCOMING

June 22 – Library Board Meeting

July 27 – Library Board Meeting

ACTIVITIES

Children

April 1-30	Storytime	106
April 11 - 30	Bookmark Contest	300

Teens

April 2	Shakespeare	18
April 13	Literacy Club	3
April 27	MAYC	10
April 27	TAB	8

Adults

April 13	Strings Attached	3
April 20	Mystery Book Club	15
April 1-30	Computer Classes	16
April 1-30	Proctoring	9